**Competency Assessments**

**Project 1-1: The Central City Job Fair**

**As personnel manager for Woodgrove Bank, you have accepted an invitation to give a presentation at a local job fair. Your goal is to recruit applicants for positions as bank tellers. You have created the presentation but need to finish it.**

**GET READY. LAUNCH** PowerPoint if it is not already running.

**1.** Click the **File** tab and open the presentation named ***Job Fair 1*** from the data files for this lesson.

**2.** Save the presentation as ***Central City Job Fair***.

**3.** On slide 1, click in the subtitle box to place the insertion point there, and then type **Central City Job Fair**. Go to slide 2.

**4.** In the title of slide 2, select the words **Woodgrove Bank** by dragging the mouse pointer over them, and then replace the selected text by typing **Us**.

**5.** In the bulleted list, click after the word *assets* to place the insertion point there.

**6.** Press **Enter** to move the insertion point down to a new, blank line.

**7.** Type **Voted “Best Local Bank” by City Magazine, 2010**. The new text will wrap to fit in the box.

**8.** Click the **Next Slide** button to go to slide 3. In the slide’s outline, select the words *Help*

*Wanted* (do not select the colon), and then press **Delete** to delete the text.

**9.** Type **Now Hiring**.

**10.** Click at the end of the first item in the bulleted list, and then press **Enter** to create a new line in the list.

**11.** Type **Responsible for cash drawer and station bookkeeping**.

**12.** Click the **Slides** tab, and then press **Page Down** to go to slide 4.

**13.** Select the last item in the bulleted list by dragging the mouse pointer across it.

**14.** On the Ribbon, click the **Home** tab, if necessary, and then click the **Cut** button. On the Slides tab, click **slide 5**.

**15.** Click at the end of the last item in the bulleted list to place the insertion point there, and then press **Enter**.

**16.** On the Ribbon, click the **Paste** button. The item you cut from slide 4 is pasted into slide 5.

**17. SAVE** the presentation and **CLOSE** the file.

**LEAVE** PowerPoint open for the next project.

**Project 1-2: Messenger Service**

**Consolidated Messenger is a new company offering in-town courier service to corporate and private customers. As the company’s owner, you want to tell as many people as possible about your new service, and a presentation can help you do it. You need to review your presentation, make some minor changes, and print it.**

**GET READY. LAUNCH** PowerPoint if it is not already running.

**1.** Click the **File** tab and open the presentation named ***Pitch*** from the data files for this lesson, and save it as ***Messenger Pitch***.

**2.** Read slide 1. On the Slides tab, click **slide 2** and read it.

**3.** Click the **scroll down** box to go to slide 3, and then read it.

**4.** Click the **Next Slide** button to go to slide 4, and then read it.

**5.** Press **Page Down** to go to slide 5, and then read it.

**6.** Press **Enter** to go to slide 6, and then read it.

**7.** Press **Home** to return to the beginning of the presentation.

**8.** On slide 1, select the words **and Delivery** by dragging the mouse pointer over them.

**9.** Press **Delete** to delete the selected text from the subtitle. Go to slide 2.

**10.** On slide 2, select the word **delayed** and type **scheduled** in its place.

**11.** Select the third item in the bulleted list (**24-hour emergency service**) by dragging the mouse pointer over it.

**12.** On the Home tab of the Ribbon, click the **Copy** button. Go to slide 5.

**13.** On slide 5, click at the end of the last item in the bulleted list to place the insertion point there.

**14.** Press **Enter** to move the insertion point down to a new, blank line. On the Ribbon, click the **Paste** button.

**15.** Click at the end of the newly pasted line to move the insertion point there, and then type **$250**. Go to slide 6.

**16.** On slide 6, click at the end of the last line of text in the left-hand column, and then press **Enter**.

**17.** Type **555-1087 (daytime)**, and then press **Enter**.

**18.** Type **555-1088 (emergency)**, and then press **Enter**.

**19.** Type **555-1089 (fax)**.

**20.** Go to slide 1. Click the **File** tab.

**21.** When Backstage view opens, click **Print**. Then click the **Print** button to print with the default settings.

**22. SAVE** the presentation and **CLOSE** the file.

**LEAVE** PowerPoint open for the next project.

**Proficiency Assessments**

**Project 1-3: The Big Meeting**

**You are the director of documentation at Litware, Inc., which develops software for use in elementary schools. You have scheduled a conference with the writing staff and are working on an agenda for the meeting. Because the agenda is a single PowerPoint slide, you can display it on a projection screen for reference during the meeting.**

**1. OPEN** the ***Agenda*** file from the data files for this lesson and save it as ***Final Agenda***.

**2.** Copy the second line of the bulleted list and paste the copy below the original as a new bullet point.

**3.** In the newly pasted line, replace the word *Upcoming* with **Revised**.

**4.** On the Outline tab, add a new line to the end of the agenda. On the new line, type **Adjourn**.

**5.** Print the presentation.

**6. SAVE** the presentation, then **CLOSE** the file.

**LEAVE** PowerPoint open for the next project.

**Project 1-4: Job Fair, Part 2**

**You have decided to make some last-minute changes to your presentation before going to the job fair.**

**1. OPEN *Job Fair 2*** from the data files for this lesson and save it as ***Final Job Fair***.

**2.** Copy the word *Woodgrove* on slide 1. In the title of slide 2, delete the word *Us* and paste the copied word in its place.

**3.** On slide 2, change the word *owned* to **managed**.

**4.** On slide 4, add the line **References a must** to the bottom of the bulleted list.

**5.** Print the presentation.

**6. SAVE** the presentation, then **CLOSE** the file.

**LEAVE** PowerPoint open for the next project.

**Mastery Assessment**

**Mastery Assessments**

**Project 1-5: Price Fixing**

**You are the general manager of the restaurant at Coho Winery. It’s time to update the staff on the restaurant’s new wine selections and prices, and a slide show is a good way to give everyone the details. An easy way to handle this job is to open last season’s presentation and update it with new wines and prices.**

**1. OPEN *Wine List*** from the data files for this lesson and save it as ***New Wine List***.

**2.** Move *Coho Premium Chardonnay*—*$29.99* from slide 2 to the bottom of slide 4.

**3.** On slide 3, increase the price of every wine by one dollar.

**4.** Print the presentation.

**5. SAVE** the presentation, then **CLOSE** the file.

**LEAVE** PowerPoint open for the next project.

**Project 1-6: A Trip to Toyland**

**As a product manager for Tailspin Toys, you introduce new products to many other people in the company, such as the marketing and sales staff. You need to finalize a presentation about several new toys.**

**1. OPEN *Toys*** from the data files for this lesson and save it as ***New Toys***.

**2.** Copy *List Price: $14.99* on slide 2 and paste it at the bottom of the bulleted lists on slides 3 and 4.

**3.** Change the teddy bear’s name from *Rory* to **George**.

**4.** Change the top’s speed from *800* to **1,200**.

**5.** Print the presentation.

**6. SAVE** the presentation and **CLOSE** the file.  
**EXIT** PowerPoint